

CDC IMS Response Rotation Assignment Sheet

CDC IMS Ebola Epidemiology Team - International Deployment

Filled by: TBD

Reports to: CDC IMS Ebola Epidemiology Team Lead

Time Frame: 90 days (TBD)

Mission: To support the Incident Manager, Deputy Incident Manager and Team Lead in country with IMS leadership and management actions as assigned. *The CDC IMS EBOLA Epidemiology Team Member* will deploy to perform case finding, contact tracing and training activities, in support of CDC's and others' efforts to reduce Ebola morbidity and mortality. These activities are the critical element in preventing onward transmission of Ebola, and also improving responders' understanding of the outbreak.

Roles/Responsibilities:

Immediate:

- Main Roles: Team Lead, Epi Team Member, Data Management or Country Support
- Overall Outbreak Response Leadership onsite (Team Lead)
- Coordination with Embassy/CDC/GON/Partner Organizations (Team Lead)
- Strategic guidance (Team Lead)
- Perform field investigations based on database
- Implement and conduct contact tracing activities and medical record review for patients exposed to or infected with an infectious disease
- Obtains patient locating information from clinical records and other sources for contact tracing and notification of disease exposure using an internally-developed software application
- Training/oversight of local staff in contact listing, contact tracing and case investigations.
- Provides instructional support and consultation to field and headquarters staff who train external agency and organization staff
- Keep IM, Deputy. IM, and others up-to-date on field activities
- Other duties as assigned and as required for the proper execution of the assigned responsibilities of the team/taskforce
- Use the Epi Info™ application
- Technical Assistance/Subject Matter Expertise on the development and updating of data systems
- Generation of situation reports for CDC (and national response as needed); maintaining data system with National counterpart
- Development of technical reports as needed
- Provide support directly to countries (If deployed for country support)

As time permits, extended activities may include:

- Other duties as assigned

Travel Requirements:

- Air travel to West Africa from Atlanta via Europe. Overland by 4x4 vehicle to sites of Ebola outbreak. Flights on small aircraft as required.
- Duty Location: Guinea or Liberia or Sierra Leone (as indicated in the email request)

Language requirements:

- English - Sierra Leone, Nigeria, Liberia
- French required - Guinea, Senegal, Cote d'Ivoire, DRC

Training, Education, and Certification Requirements:

- EOC Orientation
- EOC 101
- Responder Readiness Program Tier Level III completion
 - <http://intranet.cdc.gov/od/hcrmo/CDCU/schools/soper/soper.shtml>
- Attend Train-the-Trainer one-day training on Epi-Info VHF module, field operations, Ebola virology and epidemiology, outbreak updates, roles and responsibilities.
- Attend the mandatory Pre-Deployment Briefing

Knowledge, Skills, Abilities, and Experience:

- Epidemiologist, PHA, health scientist and other backgrounds appropriate for the team roles
- Staff who have worked in challenging overseas settings, particularly in Africa are welcome.
- Ability to work effectively in resource-constrained, challenging environments where cultural beliefs and practices may initially limit behavior change possibilities
- Knowledge of IMS
- Excellent organization skills
- Strong written and verbal communication skills
- Ability to work as part of a team or independently
- Ability to work well under pressure
- Ability to coordinate and collaborate with diverse internal collaborators
- Willingness to work long hours, including nights, weekends, and holidays
- Comfortable with ambiguity and uncertainty (e.g. change in flights, duties, in-country assignment, responsibilities/duties)
- Flexible
- Respectful of other persons and cultures
- Able to function in austere environments

Special Notes: Valid USG Passport and GSA Credit card are required

Employment. Participation in an IMS rotation assignment is not an offer of future employment. IMS rotation assignments are temporary in nature, i.e., they have an agreed upon start and end date. Temporary extensions may be granted by responder

supervisors. However, upon completion of a rotation assignment, responding staff are expected to return to their official organization of record.

Training. Responding staff are expected to be ready to perform agreed upon rotation assignment duties when they arrive. All rotation assignment-related training should be completed prior to reporting for an IMS assignment and should not interfere with performance of agreed upon IMS duties. Unless specifically identified as a training requirement in this agreement, additional specialized training will not be provided.

Special consideration for Ebola outbreaks overseas. Contact tracing and case finding remain a challenge in the three countries involved in the outbreak response to Ebola Virus Disease. French language skills are required for deployment in Guinea.

Staff who have worked in challenging overseas settings, particularly in Africa are welcome.

Teleworking. All rotation assignments require physical presence of staff in response facilities.

Office Space: None provided. Responders may have occasional use of an NGO's facilities, but should be prepared for limited access to office equipment, phone service, and supplies.

Official Supervisor: Official supervisor remains unchanged throughout the rotation assignment. All Time and Attendance and other administrative actions are processed through the official supervisor of record.

Salary and Benefits: Salary and benefits for the first 30 days of each responders rotation is paid for by the official office of record. Anything beyond 30 days must be negotiated by all parties and kept within federal regulations. Note: All response participants must log participation time in Time Tracker for accurate accounting records.